

INFORMATION TECHNOLOGY RESOURCES

- I. General Overview
 - A. Wide Area Network (WAN) Access
 - B. Local Area Network (LAN) Access
 - C. Internet / Intranet Access
- II. Computing Environment - Local (i.e. Area Office)
 - A. Server
 - Operating system*
 - B. Desktop / Laptop Computers
 - 1. Number of computers
 - 2. Age of equipment
 - 3. Operating system(s)
 - C. Physical security
- III. Computing Environment - Remote (i.e. Port)
 - A. Server
 - 1. Operating system
 - B. Desktop / Laptop Computers
 - 1. Number of computers
 - 2. Age of equipment
 - 3. Operating system(s)
 - C. Physical security
- IV. Computer Assistance
 - A. Local on-site support
 - B. Other support (i.e. Area, Regional, Ft. Collins)
 - C. Frequency of support visits or hotline calls
 - D. Duration of support visits
 - E. System Downtime
- V. Training
 - A. Network administration (if applicable)
 - B. Microcomputer use (basic to advanced)
 - C. Oracle programs used within the Agency

D. Desktop software

E. Desktop hardware

VI. Acquisition of IRM Resources

A. Departmental Contracts

B. Local Vendor Procurement

VII. Security

A. Disaster recovery plan

B. Backup procedures (all desktop, laptop, server, etc.)

C. Licensed software

D. User ID and password management

E. System passwords (if applicable)

F. Virus scanning

G. Computer security awareness training

H. Internet usage

VIII. Disposition of Excess ADP Equipment

A. Hardware systems

B. Components purchased, developed, or owned by the USDA

REFERENCES**Description****VII. Security**

- Regional and Area Policy Letters
- DM 3140-1
- Departmental Regulation 3140-2
- Public Law 100-235
- Administrative Notice M-92-35
- ADP Security Directive
- APHIS Bulletin 92-11
- VS Computer Management Handbook

ADP Security Manual
USDA Internet Security Policy
Computer Security Act of 1987
Minimizing Risks Associated with Computer Viruses
APHIS Directive 3140.1
Compliance with Software Licensing Requirements

VIII. Disposition of Excess ADP Equipment

- Regional and Area Policy Letters
- 40 U.S.C. - 486(c) and 751(f)
- 41 CFR 101-43.311
- FRIMR Amendment 15
- FRIMR 201-23.000
- FRIMR Bulletin C-2
- FRIMR 201-33
- FRIMR Bulletin 5
- FRIMR 101-44
- FRIMR 101-45
- 41 CFR Part 101-46, 45 and 43
- FRIMR 201-23.001
- AGPMR-H-104.311
- DM 3200-1
- DM 3200-2
- DR 3130-1
- DR 3130-2

Reutilization of Excess and Exchange/Sale Data Processing Equipment Disposition
Disposition and Reuse of Federal Information Processing Equipment
Reuse of ADP Equipment
Reuse of Obsolete ADP Equipment
Excess FIP Equipment

Delegation of Authority
Utilization of Excess ADP Equipment
Applications Systems Life Cycle Management Manual
A Project Manager's Guide to Application System Life Cycle Management
Technical Approval
Microcomputer Policy